

Beginning PAF 5.2

taught by Liz Snow

LESSON THREE

1. HOW TO PRINT REPORTS

- There are many different reports, charts and lists you can print.
Pedigree Charts, Family Group Records, Ancestry and Wall charts, Descendancy charts, Books-including books organized by descendants or ancestor, Individual Summaries, Scrapbooks, Lists, Calendars, Custom reports.

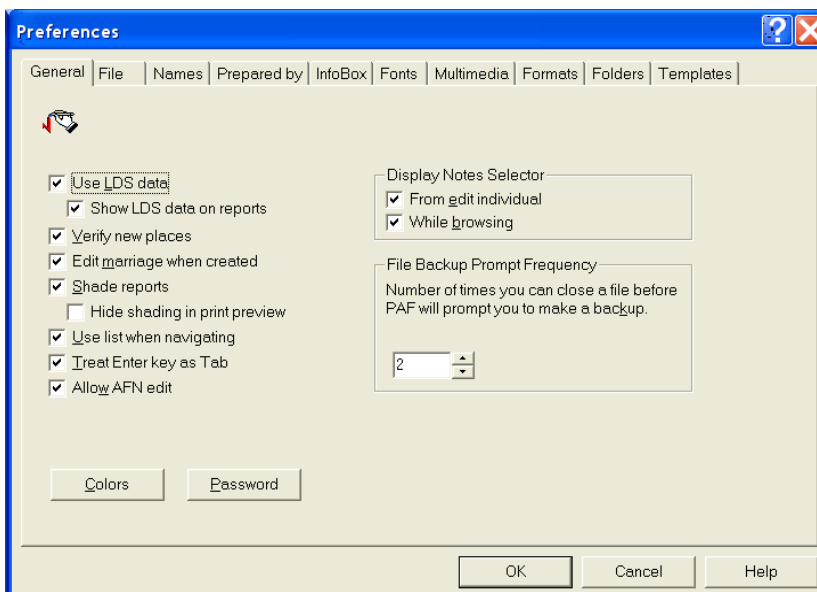
Hint: You can print a TempleReady Submission Report when you submit names for temple work. You cannot print it from the Reports and Charts Screen.

- To get to the **“Print reports and charts”** screen, go to **“File”**, then **“Print Reports”**, or you can click on the **“printer icon”** on the **“tool bar”**, or you can highlight a person and then do a right click, in the drop down box, select **“reports”**. Once you get to the **“Print”** dialog box, it will say **“Reports and Charts”** in the upper left hand corner.
- There are 10 tabs along the top.
Each tab is the type of report you want to print. When you click on a tab, that row of tabs moves to the bottom row, which is the active row. Then you select all the options in the dialog box you may want to include. If you have a question, click on the **“?”** in the right corner. When a black question mark appears, move it to the item you have a question about. Before you print, make sure to do a print preview and view exactly what you are going to print.
 - Make sure to select the other options you want at the bottom of the box.

2. PREFERENCES

- Go to **“Tools”** on menu bar, then select **“Preferences”**, you will get the box below.
Now that you have gotten used to using the Tab key to navigate, you can choose to change to the Enter key. Remember whatever is easiest for you.

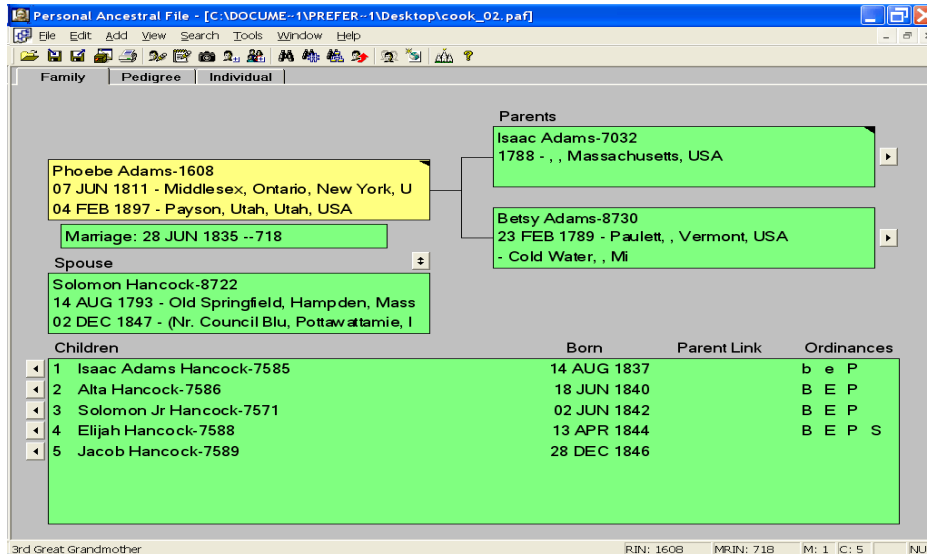
HINT: You should select display notes selector. It will let your notes always be displayed.



- This dialog box has many choices that will help you make the PAF program User Friendly to you. You should choose those options that you feel most comfortable with. You should look at each tab and become familiar with the options. Use the question mark-help if you have a question. You can choose what colors you want and how many times to close your program before a backup prompt.
- General Tab is several options dealing with the program as a whole.
- File Tab-
 - **Relationship Indicator-** Relationship indicators show the relations of everyone in the .paf file to a root person. The indicators appear on the status bar in the lower left corner of the **Family View screen** and **Pedigree View Screen**. Click on File tab in preference box, then click change. If the correct root person is not showing, click search to find the correct individual. Hint: The root person is the individual that all the relationships are based one. Click show relationships on status bar. Click OK.
 - You can specify the individual that you want to appear in the primary position when you first open a .paf file.
 - You can also keep track of all changes made to a .paf file. You have to specify where you want this file. many things
- Names Tab
 - This will let you choose the format of how names will be displayed.
- Prepared By
 - This is very important for you to type in your information. It will appear on anything you print or share with others.
- Info Box
 - This is referring to the dialog box that appears about a persons info in the pedigree screen.
- Fonts & Multimedia
 - This is the fonts you use and multimedia options.

- Format Tab
 - This lets you choose how you want your places and dates displayed.
- Folders Tab
 - In the Folders tab you choose where you want certain things to be saved, etc.

3. LDS DATA IN PAF FILE



- LDS Ordinance data can show when you print reports or on the Family View screen

B-baptism E-endowment S-sealing P-sealing to parents *C-all children's ordinances done.

The "c" appears when:

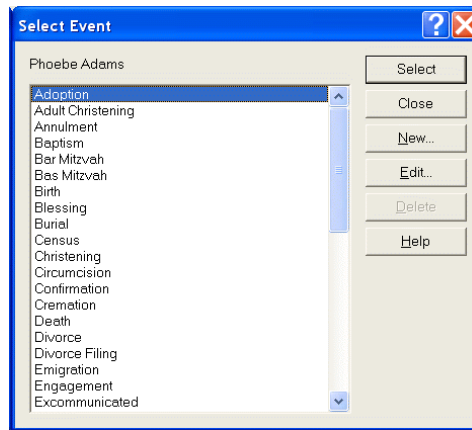
- the parents have been baptized, endowed and sealed as spouses.
- if one of the parents is linked to other spouses, the other spouses have also been baptized, endowed, and sealed to his or her parents,
- Each child has been baptized, endowed and sealed to his or her parents.
- All of the children have been sealed to all of their spouses.
- A dash - indicates that an ordinance does not need to be done.
- Lowercase letters, indicate that the ordinance date field contains the term cleared, submitted or sub, plus a date. It means that the ordinance is not yet done.

*The C will only appear on printed reports such as the pedigree chart or family group record.

- The letters will be small if the ordinance has been submitted but not completed.

4. CUSTOMIZING SPECIAL EVENTS ON EDIT INDIVIDUAL SCREEN

- Go to the **"Edit individual"** screen and look at the **"options"** button.
You can add new events to your individual edit screen. i.e. emigration, blessing, etc.



HINT: If you type in dates the wrong way or just different all the time the program will correct it automatically. i.e. March 25, 1898 would be changed to 25 Mar 1898.

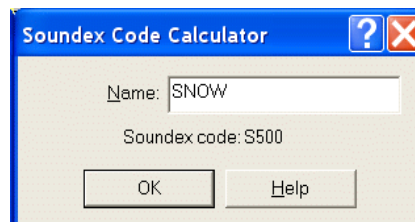
5. DATE, RELATIONSHIP AND SOUNDEX CALCULATORS

- Go to **“Tools”**- on the menu bar. You can choose 3 different types of calculators. You can calculate one day from any other date, a relationship between people, and a SOUNDEX calculator.

Definition-Soundex

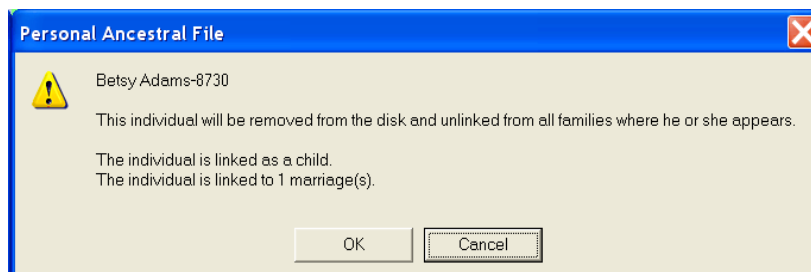
A type of index that groups surnames that sound similar but are spelled differently. Each surname is assigned a code that consists of the first letter of the name. The next three consonants are assigned a number. Vowels are ignored. Soundex has been used to index the 1880, 1900, 1910, and 1920 United States censuses and some other types of records, such as naturalization records and passenger lists.

HINT: If you are not looking at the screen while you type and then you click **“Ok”** you will never see the Soundex Code. The Code is generated while you type.



6. REMOVING AN INDIVIDUAL & MARRIAGE FROM THE FILE

- To delete an individual you go to **“Edit”**, then click on **“Delete an individual”**. If they are linked to a marriage you will then have the word unknown in the spouse field. You must then remove the word unknown.



7. GEDCOM

- Stands for **Genealogical Data Communications**.
It is a computer file created to send genealogical data from one file to another so you can share information.

HINT: Always bring a gedcom into a new empty file and examine the contents first.

8. IMPORT/EXPORT

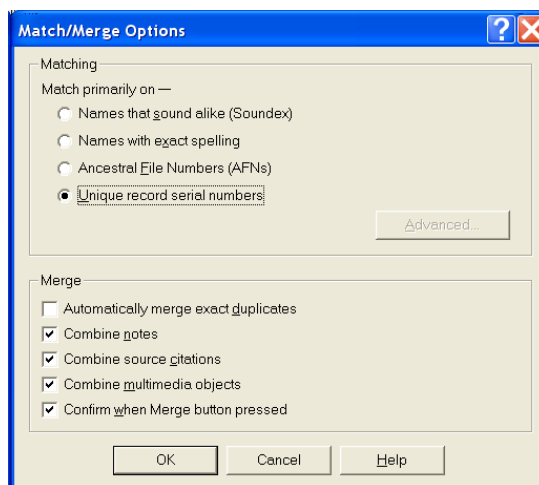
- At the menu bar click **“File”**, then on **“New”**. At the next screen change the **“3 ½” floppy** prompt to a **“File”** prompt and give the file you are bringing in a different name so you can identify it from your other files. You also want the name to give you a clue of what names are contained in the file. Then click on the button **“Import”**. Read the next dialog box, make your selections and click on **“OK”**.
- To create a **GEDCOM** you go to **“File”** on the menu bar, then select **“Export”**. Then read your choices carefully and then click on **“Export”**. Then you will have to choose how to export your file. Most of the time you will export to a **3 ½” floppy**.

9. MATCH/MERGE

- This function helps you to clean up your data base. You will look at two individuals, compare the data. Then either leave them the same, or merge them.

Hint: Before you start this option- **ALWAYS MAKE A BACKUP**. In fact, it will prompt you to do so after you select the Match/Merge option. Then if you make mistakes, you can restore your backup copy.

- To get a list of duplicate individuals click on the **“Printer”** button on the **Tool Bar**, then on **“Lists”**. Now click on **“Duplicate Individuals”**. Now you can either printer or preview. If you print it then you can refer back to the **RIN**. Next go to **“Tools”**, then select **“Match/Merge”**. At first you have two blank screens. You click on the **“find”** button, type in an **RIN**, or a name and then do the same in the next box for duplicate individual.



- If you downloaded a file from **Ancestral File**, you can click on **“match Ancestral File Numbers”**. This will combine those people who have the exact same AFN.

- Now you can review the two people and merge, or switch or just go to the next match. If you are not sure if they are a match, you can click on the tabs at the top of the screen, Marriage information or family information. This might help you make a decision.

TEACHER NOTE: I custom make a MATCH/MERGE File by importing a gedcom twice into the same file. I only use 2 generations so there aren't as many names. I type in some AFN # so they can also match by that.

10. ELIMINATING DUPLICATE MARRIAGES

- Sometimes as you are matching duplicate individuals they end up having the same spouse more than once. You can correct this by going to **“Print”**, then **“Lists”**, then **“Marriage”**, then **“options”**, then sort by **MRIN**. Click **“OK”** and print this list. Now you have a **MRIN** to sort by. Now you have to go examine these marriages. Look for double spouses, or unknown as a name. You can delete a marriage, but be careful you are doing the right one. I suggest you do a backup before using this option also. **HINT:** The important lesson for today is making a backup before you begin to do any clean up or changes in your database. It is your insurance if you make a mistake or change your mind.